

WOODBURN PLANNING COMMISSION MEETING MINUTES
March 13, 2008

CONVENED The Planning Commission met in a regular session at 7:00 p.m. in City Hall Council Chambers with Vice-Chairperson Bandelow presiding.

Salute to the flag.

Vice-Chairperson Bandelow announced: agenda is available at the back of the room. There are no hearings on the agenda for tonight. All persons wishing to speak are requested to come to the podium and give their name and address. Any individuals speaking from other than the podium will not be recognized.

ROLL CALL

Chairperson	Lima	A
Vice Chairperson	Bandelow	P
Commissioner	GrosJacques	P
Commissioner	Vancil	P
Commissioner	Grigorieff	P
Commissioner	Hutchison	P
Commissioner	Jennings	A

Staff Present: Jim Allen – Community Development Director
Marta Carrillo – Administrative Assistant

MINUTES

- A.** **Woodburn Planning Commission Meeting Minutes of February 28, 2008.**
Commissioner GrosJacques moved to accept the minutes. Commissioner Vancil seconded the motion, which unanimously carried.

BUSINESS FROM THE AUDIENCE

None.

COMMUNICATIONS

- A. Woodburn City Council Meeting Minutes of January 28, 2008
- B. Woodburn City Council Meeting Minutes of February 11, 2008

PUBLIC HEARING

None.

ITEMS FOR ACTION

- A. Final Order – Design Review 2007-12, Variance 2007-07, Exception 2007-08

Community Development Director Allen asked the Planning Commission for clarification on the decision to include the grassy area between the two buildings as fulfilling the

open space requirements for the development. The standard is a minimum of a 720 square foot open space area. This item was discretionary of the Planning Commission.

Vice-Chairperson Bandelow stated that the intent was to include the area as a part of the open space requirement.

Commissioner Vancil stated that the discussion was to make the area more open rather than have improvements. Requiring improving the area would require a variance.

Community Development Director Allen stated that staff has prepared the report to include a condition that requires the applicant to provide at least 720 square feet of outdoor recreation area or 240 square feet of indoor recreation area and the applicant is proposing no indoor recreation area. The alternative is the proposal, which indicates the open space area with the barbecue and picnic area between the two buildings, is sufficient to meet the open space requirement. The clarification on discretion from the Planning Commission is to include the proposed area as a part of the open space requirement or to not include the area and require improvement.

Commissioner Vancil stated that the intent was to accept the proposed plan submitted by the applicant and not have improvements to the open space area.

Community Development Director Allen stated that the final order would not require the applicant to have a separate 720 square foot developed open space area.

Commissioner GrosJacques moved to accept the Final Order. Commissioner Grigorieff seconded the motion, which unanimously carried.

B. Final Order – Design Review 2007-13

Community Development Director Allen stated the final prepared includes issues changed with staff recommendation were the pole sign on the adjacent parcel was part of the complex, but not attached to the development. The changes to the findings regarding the windows fronting Mt. Hood Avenue being sufficient as proposed, which is 27 percent and the guideline is 30 percent.

Commissioner Vancil moved to accept the Final Order. Commissioner GrosJacques seconded the motion, which unanimously carried.

DISCUSSION ITEMS

none

REPORTS

- A. Planning Tracking Sheet. No comments made.
- B. Building Activity Report for December 2007, January 2008 & February 2008
- C. Planning Activity Report – December 8, 2007-March 7, 2008

None.

BUSINESS FROM THE COMMISSION

Commissioner Vancil commented on the multi-family complex (Cascade View Apartments) behind the Walmart Store. He requested that the Planning Commission be advised of projects that are occurring in the City. These items should have been a part of the list to be discussed. He stated that these types of projects could be a Legislative Amendment change so that it will be heard at the Planning Commission level, whenever there is a complex to be built after a certain amount of dwellings.

Community Development Director Allen stated that the discretionary items that are the decision of the Planning Commission is a should or shall guideline in the WDO and can be adjusted by the Planning Commission. When the applicant does not comply with the guidelines, then the applicant needs to explain to the Planning Commission as to the reasons not to comply with the guidelines. The Planning Commission decides on whether the applicant has sufficient reason not to comply with the WDO. In a (RM) zone for a multi-family residential dwelling there are two options, which is to comply with every standard and guideline and is processed through the Building Division for building permits and the second option is to have a hearing at the Planning Commission meeting. In the Cascade View Apartments review, the applicant chose to comply with every standard and guideline, therefore the Planning Commission did not see this project as a review by the Planning Commission.

Commissioner Hutchison stated that large projects can have impacts on schools, traffic, and the community and Planning Commission should be advised.

ADJOURNMENT

Commissioner GrosJacques moved to adjourn the meeting, Commissioner Vancil seconded the motion, which unanimously carried. Meeting adjourned at 7:18 pm.

APPROVED _____
CLAUDIO LIMA, CHAIRPERSON Date

ATTEST _____
Jim Allen Date
Community Development Director
City of Woodburn, Oregon